

City of Cincinnati

Application for Open Flame Permit

This application is to be completed by the facility management and submitted to the office of the Fire Chief a *minimum* ten (10) days prior to the date of the event. The application must be typed and submitted in duplicate. Required permit fee (\$20.00) must accompany application.

Application for Open Flame Permit

All applicants must submit all of the following information. The information may be provided on the application form or on additional type written pages attached to the application. Please indicate if the information is located on any attachment.

Name of Facility:_____

Address:_____

Facility Manager:_____

Phone:_____ Fax:_____

Event Name:_____

Type of Activity:_____

Name of Show Manager (facility):_____

Date(s) of the Display:_____

Time:
Event Starts:_____ Event Ends:_____

Display Time(s):_____

Anticipated Attendance:_____

Name of Promoter:_____

Address:_____

Phone:_____ Fax:_____

- ☐ Attach a diagram of the location within the facilities where the display is to be held. (***See requirements guidelines.***)
- ☐ Attach a list of the number, size of, and type of open flame devices, along with a diagram showing where the devices will be in use. The diagram shall show the stage, platform, and / or location of the display site, the location of all exit, exit ways and exit doors, seating, aisles, aisle ways, along with the location of all fire suppression equipment, including detection systems within the surrounding area where the production is to take place.
- ☐ Certifications that the set, scenery, and rigging materials are inherently flame retardant or have been treated to achieve flame retardancy
- ☐ The sponsor of the display shall make provisions for adequate fire protection and emergency medical services for the display.
- ☐ The sponsor shall consult with the Fire Department and the operator to determine the level of fire protection and emergency medical services needed.
- ☐ Before the Fire Chief approves the permit, a walk-through with a representative demonstration of the open flame device(s) used in the performance shall be done.
- ☐ Where the performance necessitates the bypassing of any smoke detectors, the facility shall arrange for a fire watch officer from the Fire Department to be available during performances and rehearsals. The fire watch shall be in direct communication with the City of Cincinnati Fire Dispatch.
- ☐ All smoke detectors shall be reactivated as soon as the likelihood of false alarms has passed.
- ☐ To the best of my knowledge, the information provided on this application and all attachments is complete and accurate. I understand that I am committed to a continuing obligation to update any information supplied, and to immediately forward any additional as it becomes available. All applicable sections of the Ohio Revised Code, Cincinnati Municipal Code, Federal Regulations, the Cincinnati Fire Prevention Code, and all life safety requirements shall be met and maintained during the use of the applied for permit.

Facility Manager Signature:_____ **Date:**_____

In the opinion of the Fire Official or the operator/exhibitor, wherever any hazardous condition exists, the fireworks display shall be postponed until the condition is corrected.

The licensed exhibitor/operator shall be responsible for compliance with the provisions under which the fireworks exhibition permit was granted.

The cost incurred for the inspection and/or additional fire protection shall be at the expense of the sponsor.

In order to assure the Fire Department ample time to review the plans and permit application, all documentation shall be submitted no less than ten (10) days before the dated of the event.

To obtain an application or to submit a completed application:

Cincinnati Fire Department
Pyrotechnic Permit
700 Pete Rose Way
5th Floor, Lobby B
Cincinnati, OH 45203
(513) 357-7584

The permit fee is \$20. A check or money order should be made payable to the City of Cincinnati Treasurer at the time the application is submitted.

For additional information, contact Special Events at 352-3970, or fax 352-6223.

Approval (is / is not) recommended for this permit application pursuant to the Ohio Revised Code Section 3100.1, and the Cincinnati Fire Prevention Code Section 1213.1

Conditions of approval:

Special Events, Cincinnati Fire Department

Date